

Tasking Memorandum No. 99-314

Memorandum For Cdrs DCMDs

Subject: GS-14 and GS-15 Position Review Certification Procedures

Date: SEP 23 1999

Suspense Date: November 15, 1999

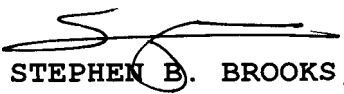
- **Target Audience:** District Human Resources Offices

Requirement(s):

- Mergers, consolidations and high grade reductions have impacted the organizational structure across the Command making it necessary to focus more closely on position management. This has identified a need to ensure the accuracy of all high grade position descriptions.
- To accomplish this, DCMC will conduct a complete review of all high grade positions. Human Resources offices in conjunction with management and supervisors will perform a review of all high grade position descriptions under their cognizance.
- Management will review all position descriptions to validate the need for the position to support the mission and identify all positions on a current organizational chart.
- Supervisors will review all position descriptions with the incumbent for content accuracy.
- Human Resources offices will verify the accuracy of the classification of each position and that the current organizational structure supports the position.
- The attached certification form will be used to document the results of each position review.
- DCMC Human Resources (HR) Offices will identify a plan outlining the procedures for completion of the reviews and submit the plan to DCMC-BA no later than November 15, 1999.
- Plans should include procedures to accomplish the review by CAO and District Directorate along with a list of all positions and a timeline for completion at all locations no later than January 31, 2000.
- The District HR Offices will provide a consolidated report identifying results of the reviews at each location to DCMC-BA no later than February 15, 2000.
- The PLAS code for this tasking is 223, Human Resource Management.

Point of Contact for Further Information:

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Signature:  **STEPHEN B. BROOKS,**
Captain, Supply Corps, US Navy
Deputy Executive Director, Business Operations

CERTIFICATION

Position title, series, grade, and organization code_____

Incumbent (or vacant if applicable)_____

I certify the following:

- This position is necessary to carry out government functions for which I am responsible.
- The official position description for this position contains accurate statements of the major duties, responsibilities, and organizational relationships assigned to and performed by the incumbent of this position. If the position description of record is inaccurate, I have attached a revised position description accurately reflecting the duties and responsibilities assigned.
- I have discussed Position Description content and accuracy with the incumbent.
- I have attached a current organizational chart identifying the position.

This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of CAO Commander/District HQ Director	Organization	Date
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Part B – Human Resources Review

This position is classified/graded as required by Title 5, USC, in conformance with standards and guides published by the US Office of Personnel Management or, if no published standards apply directly, consistent with the most applicable published standards or agency guides.

I have completed an analysis of the work being described in this position description against the current organizational structure and certify that the position is supported at the grade described.

Human Resources Officer	Organization	Date
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